



City of Norfolk

Invitation for Bid
IFB 4706-0-2015/EMP
Issued: June 3, 2015

The City of Norfolk (the "City") is seeking a responsive and responsible vendor to provide **V-300 Simulator or an approved equal for the purposes of police training**, in accordance with all terms, condition and specifications of this solicitation.

Pre-Bid Conference: Date/Time: A pre-bid conference and site visit will be held for this procurement on Thursday June 11, 2015 from 1:00 PM to 3:00PM at 1501 Pritchard Street, Norfolk, Virginia 23502. A site visit is strongly encouraged concerning this acquisition. All bidders should acquaint themselves with all related job conditions. The bidders shall determine all job related conditions, which may affect the bidders approach to providing all services, materials, equipment and labor. All bidders should include all costs of the work described herein for bid preparation. After reviewing any question/requests submitted, the Purchasing Department will issue an addendum to respond to items it deems necessary. Changes to this bid will be made only by written addendum issued by the Buyer in Purchasing Department.

Bid Opening Date and Time: June 18, 2015; 2:00 PM Eastern Time

ACKNOWLEDGE RECEIPT OF ADDENDUM(S): #1____ #2____ #3____ #4____ (Please Initial)
THE UNDERSIGNED AGREES TO PERFORM ANY CONTRACT AWARDED AS A RESULT OF THIS SOLICITATION, IN ACCORDANCE WITH THE TERMS, CONDITIONS, AND REQUIREMENTS SPECIFIED HEREIN. THE SIGNATURE BELOW SHALL BE PROVIDED BY AN AGENT AUTHORIZED TO BIND THE COMPANY. FAILURE TO EXECUTE THIS PORTION MAY RESULT IN BID REJECTION.

Bidder Legal Name:	
Virginia State Corporation Commission Number:	
Bidder Contact Name:	
Bidder Contact Email Address:	
Bidder Contact Telephone Number:	
Authorized Agent Signature:	
Authorized Agent Name (Printed):	
Authorized Agent Contact Email:	
Authorized Agent Contact Phone:	

I HEREBY CERTIFY THAT MY BID IS IN FULL COMPLIANCE WITH THIS SOLICITATION AND ALL THE TERMS AND CONDITIONS IMPOSED HEREIN AND AGREE TO PERFORM ANY CONTRACT AWARDED AS A RESULT OF THIS SOLICITATION, ACCORDINGLY. AS THE UNDERSIGNED REPRESENTATIVE FOR THE BIDDER, I ALSO CERTIFY THAT I AM AN AGENT AUTHORIZED TO BIND MY COMPANY TO THIS BID AND UNDERSTAND THAT FAILURE TO SIGN THIS BID MAY RESULT IN OUR BID BEING REJECTED.

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SECTION I – SCOPE OF SERVICES

A. Scope of Work

The successful bidder shall provide delivery, equipment, materials, tools and labor to install a “Use of Force and Firearms Marksmanship Training Simulator” as outlined in this IFB. The simulator shall be a use of force and firearms marksmanship training simulator, to include computer controlled live action video scenarios capable of testing trainees in verbal communication, non-lethal and lethal use of force.

The successful bidder shall provide onsite training in the operation and general maintenance of the simulator. The successful bidder shall also provide a warranty for equipment and for support services for one (1) year from the date of completed installation, with option to purchase additional extended warranties and services after the initial one (1) year warranty period has expired.

The simulator shall include computer controlled live action video scenarios capable of testing trainees in verbal communication, non-lethal, and lethal use of force.

The simulator shall be able to fit into a 31’9”x27’9” room, located at 1501 Pritchard Street Norfolk, VA 23502 (Firearms Range).

The simulator shall have the following features. Features not exact to the requested specifications will not be considered.

The manufacturer, make and exact models bid shall be submitted on bid form.

Any and all exceptions to the specifications must be noted and fully explained on dealer letterhead.

B. Equipment Specifications

1. The simulator shall have five interconnected and seamless viewing screens for three hundred (300) degrees of viewing. These screens shall be positioned in a manner to wrap around the individual using the simulator to immerse the user enhancing realism. The simulator will be equipped with a raised platform for the user to move around and interact with the scenarios. This platform shall be capable of amplifying sound so that the user can feel sounds for enhanced realism.
2. Computers capable of running all software, computer racks for the computers, and a UPS backup device used to operate the simulator shall be provided. The simulator shall also include high definition video projection systems, and a high definition multidirectional audio system. The successful vendor shall provide necessary power, video, audio, and computer cabling/connectors.
3. Implements or devices that include all the necessary components to convert weapons to be used in the simulator shall be provided. The make and model of these weapons are:
 - a. Glock 21 Handgun
 - b. AR15/M4 type rifle
4. For both the handgun and rifle conversion kits, these devices shall incorporate a laser or similar device to enable the weapon to be tracked by the computer hardware and software, and be capable of displaying and recording simulated bullet impacts. These devices shall also simulate the recoil of the action of the weapon to enhance realism. This recoil shall be controlled untethered to any other device, and by means of CO2 contained in the weapon specific magazine.

5. The rifle conversion kit shall additionally contain a programmable feature in the magazine, which has the ability to wirelessly enable the weapon to be forced into malfunctions for realistic training.
6. A CO2 table top refill station shall be provided, capable of refilling all CO2 weapons magazines, along with an additional CO2 tank.
7. The simulator shall also have a laser based Taser training weapon and a laser based OC (pepper spray) training device.
8. A return fire simulator shall be provided. The return fire simulator shall be a wireless wearable device capable of delivering a safe electrical impulse to simulate hostile fire during scenarios.

C. Software/Scenario Specifications

1. The simulator shall include a library of various training scenarios specific to law enforcement duties and covering a range of topics such as, but not limited to:
2. General use of force decision making scenarios, such as judgment training in escalating or de-escalating situations commonly encountered by law enforcement. Common situations encountered by patrol officers. Active shooter scenarios, hostage scenarios, etc.
3. These scenarios shall be live action and realistic, they shall contain branching and varying outcomes, which can be controlled by the software and hardware during the user's simulation, allowing specific outcomes based on the user's decisions during the scenario. Also included, there should be multi-incident scenarios where the user in simulation is provided an evolving multiple decision making scenario with varying outcomes. The ability to review the entire scenario shall be provided; this includes playback, rewinding, and pausing.
4. Addition software shall include marksmanship training programs, for the exclusive purpose of training proficiency in firearms fundamentals.
5. The software shall also be able to track weapon usage, to include rounds fired, where the rounds impacted, and how many rounds fired.

D. Additional Software

1. The simulator shall also include custom scenario editing and authoring software. This software must allow for uploading of custom content, such as user provided panoramic pictures for backgrounds. It shall also include pre-loaded assets that can be applied to scenarios and customized by the user. The bidder must provide onsite training and installation for the authoring software and computer.
2. The bidder shall provide comprehensive onsite training on the entire operation and maintenance of the simulator and its included systems. All shipping and handling costs must be stated by the bidder. The bidder shall provide a trade-in credit for the existing training simulator currently owned by the Norfolk Police Department.

E. Delivery, Installation, and Training

The simulator price shall include installation, freight/handling charges and on-site training for up to 6 trainees. The simulator shall be delivered and installed within seventy-five (75) days after receipt of purchase order. Delivery is to be made at the **FOB Norfolk, 1501 Pritchard Street Norfolk, VA 23502** (Firearms Range). The unit and associated equipment furnished will receive a detailed pre-delivery inspection to assure the compliance with specifications in all aspects of the unit as well as any subcontracted components or accessories. The vendor must receive approval in all areas before acceptance of the unit will be processed.

F. Warranty

One year full service warranty and support services shall be included in the base bid pricing. Software patches, version upgrades, and new scenarios, released during the warranty period, shall be provided free of charge during warranty/maintenance period. Supplemental warranty/service pricing, if available, shall be priced on the bid sheet. Utilizing any supplemental warranty/service after the initial one year warranty expires shall be done at the discretion of the City. Copies of all warranty policies must be submitted with bid.

G. Technical Support

- The successful bidder shall provide 24/7 phone support.
- On-site support shall be made available if phone support is unsuccessful.

H. Trade-In

The City desires to trade-in, for credit, an existing training simulator currently in use. The simulator is a: FATS Meggit Training Systems.

I. Extended Warranty/Service Plans

Provide option pricing for extended warranty/maintenance (software/hardware) agreement. The extended warranty/maintenance, if selected, shall begin when the initial one year warranty/maintenance expires.

J. Optional Equipment

The bidder shall supply unit pricing for the following options. The bidder should detail if the listed prices are valid only if purchased at bid award or if the option pricing is available for a specified period of time after the system is installed.

- **Low light training - Cost for a 2 flashlight system**
The selected simulator shall also include use of flashlights as an option for low light training. Supplied equipment shall include two (2) flashlights (and associated hardware and software) so trainees can learn to manipulate flashlights in addition to standard weapons if necessary. Additional/optional weapons for use in the simulator shall include:
 - **OC Canister – Cost per unit**
 - **TASER – Cost per unit**
- **Monitor Touch Screen Upgrade**
Upgrade computer monitor to a touch screen. The touch screen shall allow the instructor to operate the scenario and scenario branches via the touch screen.
- **Operator Workstation**
Desk and chair for instructor workstation. Simulator control and monitor shall be installed on the work station.
- **Trainee Monitor and Recording**
- **Camera and Software**
To provide for real-time monitoring, recording, and playback for debriefing of the trainees. The monitor/recording system shall provide picture in picture playback on the simulator screens. This feature will allow the trainee to review their reactions to specific points in the scenario.

- **Scenario Authoring Software**

Computer hardware and software to develop custom scenarios. The software shall allow the County to record and upload real locations or buildings into the software. The software will provide a library of characters and props which can be combined with the County recordings to provide custom-made scenarios. The County will be eligible for any upgrades or new versions of this authoring software, free of charge, as long as there is a valid maintenance agreement in place.

K. Bidder Qualifications

A qualified bidder is one who's primary business and is law enforcement simulator service and operations with 5 years of certification experience in training and maintaining similar equipment to those outline in this IFB.

In addition to the bid forms required, the bidder is to provide with the bid submission the following:

- A comprehensive list of comparable projects installed and maintained over the past 5 years; with another police agencies, and military.
- Current Certificate of Insurance.

L. Requirements Contract (Estimated Quantities)

The Contractor shall furnish all of the items or services described in the Contract if so requested by the City. The Contractor understands and agrees that this is a requirements contract and the City will have no obligation to the Contractor if no or fewer goods or services are required or requested by the City. Any quantities which are included in the Contract are the present expectations of those who are planning for the City for the period of the Contract. The amount is only an estimate and the Contractor understands and agrees that the City is under no obligation to the Contractor to buy that amount or any amount as a result of having provided this estimate or of having had any normal or otherwise measurable requirement in the past. The Contractor further understands that the City may require goods and/or services in excess of the estimated annual contract amount and that such excess shall not give rise to any claim for compensation other than compensation at the unit prices set forth in this Contract.

M. Schedule of Values and Payment

1. The bidders shall submit a Bid Worksheets, attachment A, for the work to be performed under the resulting contract. The cost of the items on the Bid Worksheet shall be used to determine the total bid price. By submitting its bid, the bidder acknowledges and agrees that it is has not been guaranteed that all or any portion of the projected will be ordered by the City.
2. The Contractor shall submit to the City, after work has been completed and inspected, with discrepancies corrected, an invoice detailing work performed claiming the dollar value of that work in accordance with the Schedule of Values. The Contractor shall be paid only for the work actually completed. The City shall make payment of monies earned within thirty (30) days after receipt of the statement.

SECTION II - INSTRUCTIONS TO THE BIDDER

A. Issuing Office

City of Norfolk
Office of the Purchasing Agent
Attn: Eddie M. Powell, Buyer II
232 E. Main Street, Suite 250
Norfolk, VA 23510
Telephone: (757) 664-4025
Fax: (757) 664-4018
Eddie.powell@norfolk.gov

Contract Administrator
Norfolk Police Department

B. Contact with City Staff, Representatives, and/or Agents:

Direct contact with City staff, representatives, and/or agents other than the Issuing Office staff on the subject of this IFB or any subject related to this IFB is expressly prohibited except with the prior knowledge and permission of the Purchasing Agent.

C. Bidders of Record:

Bidders receiving a copy of this IFB from a source other than the Issuing Office via www.DemandStar.com must contact the Issuing Office and provide Bidder's name, address, contact person, telephone and fax number, and the IFB Item Number. Bidder will be added to the DemandStar Planholders' list and will receive notification of any addenda to the IFB.

D. Questions, Changes, Modifications and Amendment(s):

Contractors shall carefully examine this IFB and any Amendment(s). Bidders are responsible for seeking clarifications, in writing, of any ambiguity, conflict, omission, or other errors in this IFB. Questions shall be addressed to Eddie Powell in the Office of the Purchasing Agent via email at eddie.powell@norfolk.gov. If the answer materially affects the IFB, the information will be incorporated into an Amendment and posted on www.demandstart.com. This IFB and any Amendment(s) shall be incorporated, by reference, into any resulting contract. Bidder is responsible for checking the DemandStar web site or contacting the Issuing Office within 48 hours prior to the bid Opening to secure any Amendment(s) issued as part of this IFB.

Oral comments and instructions do not form a part of this IFB. E-mail are for questions only. Bids submitted via fax or e-mail will not be accepted.

Any other changes or modifications to the IFB will be made via Amendment(s).

E. IFB Opening:

Bidder shall ensure its Bid is time stamped by the Issuing Office no later than the Opening Date and Time shown on the cover page of this IFB. Bids received after the specified date and time (time stamped 2:01 P.M. or later) will not be considered and will be returned to the Bidder unopened. Bids shall be delivered to:

Office of the Purchasing Agent
232 E. Main Street, Suite 250
Norfolk, Virginia 23510
IFB 4706-0-2015/EMP, VirTra Systems 300 LE-1 Simulator or an approved equal

F. Bid Submittal Requirements:

1. Each Bid shall be submitted to the Issuing Office and shall include the following documents:
 - a. The completed cover page of this IFB, which will contain:
 - i. Original signature of an agent authorized to bind the company;
 - ii. Requested contact information; and, a comprehensive list of comparable projects installed and maintained over the past 5 years; with another police agencies and military; and
 - iii. Acknowledgment of any Addendum on page one (1);
 - b. Pricing Schedule; and
 - c. Attachments A – G
2. Bidders are encouraged to submit their Bids on recycled paper and to use double-sided copying.
3. Bids shall be submitted utilizing the following requirements:
 - a. Bidders shall submit bids in a sealed envelope or package, and clearly label the shipping/mailling packaging as well as the outside of your envelope or package with the IFB number, date and time of the IFB Opening, and the Bidder's name and address. **Bids received by telephone, facsimile, or any other means of electronic transfer shall not be accepted.**
 - b. Include a statement setting forth the basis for protection of all proprietary information, if any.

G. Award:

The award of a contract(s) shall be at the sole discretion of the City. Award(s) will be made to the **lowest bidder(s) that is responsive and responsible** that complies with all of the provisions of the invitation to bid, provided that the amount does not exceed the amount of funds available to finance the contract. In the event that a responsive bid from the lowest responsible bidder exceeds available funds, the Purchasing Agent may negotiate the amount of the bid with the apparent low bidder to obtain a contract price within available funds.

The City reserves the right to accept or reject any or all bids in whole or in part and to waive informalities. Bidders will submit bids, in accordance with the IFB requirements and maintain compliance with all federal, state and local laws and regulations. The contents of the bid of the selected Bidder(s) will be incorporated and made a part of any City contractual obligation when the award(s) is made.

Method of Award: Bids will be based upon the quantities shown in the Bid Form. Bids will be compared on the basis of a total computed price; arrived at by taking the sum of the quantities of each Bid Item, multiplied by the corresponding unit price bid, and any lump sum Bids on the individual items. The lowest total cost will be determined by totaling fee cost. Please see **Attachment A – Pricing Form** to submit bid pricing.

H. Disposition of Bids:

All materials submitted in response to this IFB will become the property of the City. One (1) copy of each bid shall be retained for official files and will become a public record after the award and open to public inspection. It is understood that the bid will become a part of the official file on this matter without obligation on the part of the City except as to the disclosure restrictions contained in Section II, L. "Disclosure."

I. Disclosure:

In compliance with the Code of the City of Norfolk, Virginia Section 33.1-9, trade secrets or proprietary information submitted by contractors in connection with a procurement shall not be subject to public disclosure under the Virginia Freedom of Information Act; however, the contractors must invoke the protection of this section prior to or upon submission of the data or other materials, and must identify the

specific area or scope of data or other materials to be protected and state the reasons why protection is necessary. An all-inclusive statement that the entire bid is proprietary is unacceptable and will not be honored. A statement that costs are to be protected is unacceptable and will be disregarded.

J. Cost Incurred In Responding:

This solicitation does not commit the City to pay any costs incurred in the preparation and submission of bids or in making necessary studies or designs for the preparation thereof, nor to procure or contract for services.

K. Brand name "Or Equal" Specifications:

The provisions of Section 33.1-52 City Code apply. If and wherever in this proposal a brand name, make, name of any manufacturer, trade name, or vendor catalog number is mentioned, it is for the purpose of establishing a grade or quality of material only. Since the City does not wish to rule out other competition and equal brands or makes, the phrase OR AN APPROVED EQUAL is added. However, if a product other than that specified is bid, it is the vendors' responsibility to name such a product within the bid and to prove to the City that said product is equal to that specified. In all instances where an "or equal" or an alternate item is offered, bidders are to include a statement that the item being offered meets the specifications of the requested item. Additionally, bidders shall list all deviations from the listed specifications. Submission of specification sheets, brochures, or published literature describing the item being offered does not fulfill this requirement. Any article which the City in its sole discretion determines to be equal of that specified, considering quality, workmanship, economy or operation, and suitability for the purpose intended, shall be accepted.

L. Anti-Collusion:

Collusion or restraint of free competition, direct or indirect, is prohibited. Contractors are required to execute the anti-collusion statement. See Attachment B

M. Ethics in Public Contracting:

The contractor shall familiarize itself with Chapter 33.1, Article VII (Sections 33.1-86 through 33.1-93) of the Code of the City of Norfolk, Virginia, 1979, as amended, entitled "ETHICS IN PUBLIC CONTRACTING," including the additional statutes set forth in Section 33.1-86 thereof, which are attached. The contractor shall abide by such provisions in submission of its bid and performance of any contract awarded. See Attachment C.

N. Nondiscrimination:

The contractor agrees that it will adhere to the nondiscrimination requirements set forth in Code of the Norfolk City Section 33.1-53, which will be incorporated into any contract awarded. See Attachment D.

O. Debarment Certification:

The certification regarding debarment, suspension, proposed debarment, and other responsibility matters attached to this IFB must be executed and returned with bid documents. See Attachment E.

P. Compliance with Federal Immigration Law:

The contractor shall certify that, at all times during which any term of an agreement resulting from this solicitation is in effect, it does not and shall not knowingly employ any unauthorized alien. For purposes of this section, an "unauthorized alien" shall mean any alien who is neither lawfully admitted for permanent residence in the United States nor authorized to be employed by either Title 8, section 1324a of the United States Code or the U.S. Attorney General. See Attachment F.

Q. Compliance with State Law – Authorization to Transact Business in the Commonwealth:

Contractor hereby represents that it is organized as a stock or nonstock corporation, limited liability company, business trust, or limited partnership or registered as a registered limited liability partnership and is authorized to transact business in the Commonwealth as a domestic or foreign business entity if so required by Title 13.1 or Title 50 or as otherwise required by law. See Attachment G.

SECTION III: TERMS & CONDITIONS

A. Contract Term:

This is a one-time purchase. All equipment must be new and include parts, Software and instruction manuals.

B. Appropriation of Funds:

Compensation pursuant to performance under this Agreement shall be subject to appropriation by the Council of the City of Norfolk. The City shall not incur any obligation or liability under this agreement beyond the funds appropriated for such obligation or liability in any fiscal year in which this agreement is in effect. In the event sufficient funds are not appropriated, budgeted or appropriated to meet the obligations under this agreement, either party may terminate this agreement by thirty days written notice.

C. Failure to Perform:

In case of failure to furnish services in accordance with the resulting agreement terms and conditions, the City will procure the required services from other sources and hold the bidder responsible for any resulting additional purchase and administrative costs. This remedy shall be in addition to any other remedies the City may have.

D. Prime Contractor Responsibility:

Bidders may propose services that are provided by others, but any services proposed must meet all of the requirements of this IFB.

If the Bidders' bid includes services provided by others, the successful Bidder(s) shall be required to act as the prime contractor for all such items and must assume full responsibility for the procurement, delivery and quality of such services. The prime contractor shall be considered the sole point of contact with regard to all stipulations, including payment of all charges and the meeting of all requirements of this IFB.

E. Subcontractors:

Contractor's use of subcontractors and the work they are to perform must receive written approval from the Contract Administrator at least five (5) calendar days prior to the work being performed. Contractor shall be solely responsible for all work performed and materials provided by subcontractors. Contractor shall be responsible for the liability of subcontractors for the types and limits required of the Contractor.

F. Governing Law and Venue:

This procurement shall be governed by the laws of the Commonwealth of Virginia and the City of Norfolk. Venue shall be in Norfolk, Virginia.

G. Insurance Requirements:

1. Contractor shall submit to the Issuing Office Certificates of Insurance, prior to beginning work under this contract and no later than five (5) days after award of the contract.
2. All policies of insurance required herein shall be written by insurance companies licensed to conduct the business of insurance in Virginia, and acceptable to the City, and shall carry the provision that the insurance will not be cancelled or materially modified without thirty days (30) prior written notice to City of Norfolk.
3. The certificates of insurance shall list the City of Norfolk, 810 Union Street, Norfolk, Virginia, 23510, as the additional insured for the specified project as outlined in this IFB.
4. Insurance shall be maintained during the entire term of the resulting contract and any extensions and shall be of the following forms and limits:

Forms
Workers' Compensation

Limits
Statutory

Automobile Liability	\$1,000,000 Combined Single Limit
Commercial General Liability (Including Contractual Liability and Products and Completed Operations Coverage)	\$1,000,000 Combined Single Limit
Umbrella/Excess Liability	\$2,000,000

The establishment of minimum limits of insurance by the City does not reduce or limit the liability or responsibilities of the Successful Bidder.

H. Hold Harmless Agreement:

The Contractor shall indemnify and save harmless the City and its representatives from and against all losses and claims, demands, suits, actions, payments, and judgments arising from personal injury or otherwise, brought or recovered against the City and its representative by reason of any act, negligence or omission of the Contractor, its agents, servants or employees, in the execution of the contracted work, including any and all expense, legal and otherwise, incurred by the City or its representatives in the defense of claim or suit.

I. Contractual Disputes

If the Contractor has a claim against the City, whether for money or other relief, the Contractor shall give written notice of intent to file a claim within 48 hours of the occurrence on which the claim is based, or the claim shall be deemed irrevocably waived. Even though a claim is intended, the Contractor shall submit an invoice for final payment within ten working days after completion and acceptance of the work. Pendency of claims shall not delay payment of amounts agreed due in the final payment. After reviewing the facts and circumstances of the dispute, the Contract Administrator shall make a decision regarding the resolution of claims. Under no circumstances may the Contractor suspend, delay, or terminate performance pending resolution of or any action upon any claim. Rather, the Contractor shall have an affirmative and on-going obligation to diligently execute and complete all work in a timely manner pending resolution of any dispute with the City.

J. Termination:

The City may terminate any Contract resulting from this IFB upon thirty (30) days written notice to the successful Contractor(s). In the event of breach, the City shall immediately rescind, revoke, or terminate any contract resulting from this IFB. In the event of termination, all documents and other materials related to the performance of this work will become the property of the City.

K. Cooperative Purchasing:

The procurement of goods and/or services provided for in this Contract is being conducted pursuant to Virginia Code Section 2.2-4304. Therefore, the Contractor agrees that it will contract with any other public agency or body in the Commonwealth of Virginia who so desires, to permit those public agencies or bodies to purchase such goods and/or services at contract prices, in accordance with the terms, conditions, and specifications of this procurement. The Contractor shall deal directly with each public agency or body seeking to obtain any goods and/or services pursuant to this Contract or from this procurement and in accordance with Virginia Code Section 2.2-4304. The City of Norfolk shall not be responsible or liable for any costs, expenses, or any other matters of any type to either the Contractor or the public agency or body seeking to obtain any goods and/or services pursuant to this cooperative procurement provision. Each entity shall be responsible for the administration of its individual contract with the Contractor.”

L. Drug Free Workplace:

The City of Norfolk is a drug-free workplace, and as a condition of continued service on the contract, any Bidder personnel assigned to this project may be required to submit to an alcohol/drug test at any time.

The Contractor acknowledges and certifies that it understands that the following acts by the Contractor, its employees or agents performing services on City property are prohibited:

1. The unlawful manufacture, distribution, dispensing, possession or use of alcohol or other drugs; and
2. Impairment from the use of alcohol or drugs (except the use of drugs for legitimate medical purposes as directed by a physician).

SECTION IV: PURCHASE ORDER TERMS AND CONDITIONS

- A. **DELIVERY AND ACCEPTANCE:** Time of delivery is of the essence of this contract. City reserves the right to refuse any goods and to cancel all or any part of the goods not conforming to applicable specifications, drawings, samples or descriptions. Acceptance of any part of the order shall not bind City to accept future shipments, nor deprive it of the right to return goods already accepted.
- B. **LATE DELIVERIES OR NON-COMPLIANT GOODS:** Should shipment of any part of this order be delayed beyond the time specified in the proposal, bid, or quotation for the same, or beyond the time specified herein, or if no time is specified, then beyond a reasonable time, or if any article should fail to comply with specifications, the City is to have the right to purchase such articles at the market price for immediate delivery and any excess in the cost of same over the price shown herein is to be paid by the contractor under this order, or deducted from any monies now due or hereafter accruing to him from the city.
- C. **DELIVERY AND RISK OF LOSS:** Delivery shall not be deemed to be complete until goods have been actually received and accepted by the City. Risk of loss remains with the Seller until acceptance.
- D. **DEFECTS:** By accepting this order Seller acknowledges that the goods covered by this order are satisfactory for the purposes set forth by the City in the bid invitation.
- E. **PRICES:** Unless otherwise provided, goods shall be furnished at the prices indicated on this order only. Invoices will be honored for purchase order prices only.
- F. **PATENT INFRINGEMENT:** Seller agrees to indemnify City and hold it harmless from and against all liability, loss, damage and expense, including reasonable counsel fees, resulting from any actual or claimed trademark, patent or copyright infringement, or any litigation based thereon, with respect to any part of the goods covered by this order, and such obligation shall survive acceptance of the goods and payment therefore by the City.
- F. **PRODUCT WARRANTY:** Seller shall not limit or exclude any implied warranties and any attempt to do so shall render this contract voidable at the option of the City. Seller warrants that the goods furnished will conform to the specifications, drawings, and description listed in the bid invitation, and to the sample (s) furnished by Seller, if any. In the event of a conflict between the specifications, drawings, and description, the specifications shall govern.
- H. **PACKING:** All goods, wrappers and containers must bear marking and labels required by applicable federal, state and municipal laws and regulations for the protection and safety of persons and property and Seller warrants that prices include all charges for packing, crating and transportation to F.O.B. point.
- I. **DATA:** Seller shall not use or disclose any data, designs, or other information belonging to or supplied by or on behalf of City, except in the performance of this or other orders for City. Upon City's request such data, designs, or other information and any copies thereof shall be returned to City. Where City's data, designs or other information are furnished to Seller's suppliers for procurement of supplies by Seller for use in the performance of Buyer's orders, Seller shall insert the substance of the provision in its orders.
- J. **LABOR DISPUTES:** Whenever any actual or potential labor dispute delays or threatens to delay the timely performance of this order, Seller shall immediately give notice thereof to City.
- K. **CHANGE ORDER:** This contract can be modified or rescinded only by a writing signed by the City Purchasing Agent or his duly authorized agent.
- L. **GRATUITIES:** The City may by written notice to the Seller, cancel this contract without liability on the part of the City to Seller if it is determined by City that gratuities, in the form of entertainment, gifts, or otherwise, were offered or given by the Seller, or any agent or representative of the Seller, to any officer or employee of the City of Norfolk with a view toward securing a contract or securing favorable treatment with respect to the awarding or amending, or the making of any determination with respect to the performing of such a contract.

- M. **SAFETY:** Seller guarantees that the design of all equipment being purchased conforms to all regulations of the Federal Occupational Safety and Health Act at time of delivery. Seller agrees to furnish Material Safety Data Sheet (Form OSHA-20) as applicable for hazardous or potentially hazardous products.
- N. **ADVERTISING:** Seller agrees not to use the name of City or to quote the opinion of any City's employees in any advertising without obtaining the prior written consent of City.
- O. **ASSIGNMENT:** Assignment is prohibited unless Vendor obtains prior written approval of the City.
- P. **DISCRIMINATION PROHIBITED:** The contractor will not discriminate against any employee or applicant for employment because of race, religion, color, sex, disability or national origin, except where religion, sex or national origin is a bona fide occupational qualification reasonably necessary to the normal operation of the contractor. The contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices setting forth the provisions of this nondiscrimination clause.

SECTION IV - ATTACHMENTS

ATTACHMENT A – BID FORM

The bid form is included as a separate Microsoft Excel document. All bidders shall submit pricing in a completed and printed Excel document. Deviations to the bid form will not be waived as minor irregularities. Bidders shall use the formulas provided in the Excel document and only submit unit prices for Attachment A.

ATTACHMENT B – ANTI-COLLUSION STATEMENT

TO ALL BIDDERS: EXECUTE AND RETURN WITH BID DOCUMENTS.

In the preparation and submission of this bid, on behalf of _____(name of Bidder), we did not either directly or indirectly enter into any combination or arrangement with any person, firm or corporation, or enter into any agreement, participate in any collusion, or otherwise take any action in the restraint of free competition in violation of the Sherman Anti-Trust Act, 15 USCS Sections 1 et seq., or the Conspiracy to Rig Bids to Government statutes, Virginia Code Sections 59.1-68.6 through 59.1-68.8.

The undersigned Bidder hereby certifies that this agreement, or any claims resulting there from, is not the result of, or affected by, any act of collusion with, or any act of, another person or persons, firm or corporation engaged in the same line of business or commerce; and, that no person acting for, or employed by, the City of Norfolk has an interest in, or is concerned with, this bid; and, that no person or persons, firm or corporation, other than the undersigned, have or are interested in this bid.

Name _____

Signature _____

Title _____

Date _____

Company _____

ATTACHMENT C - ETHICS IN PUBLIC CONTRACTING

Sec. 33.1-86. Purpose (Virginia Code §2.2-4367).

The provisions of this chapter supplement, but do not supersede, other provisions of law including, but not limited to, the State and Local Government Conflict of Interests Act [Virginia Code Sec. 2.1-347 to Sec. 2.1-358], the Virginia Governmental Frauds Act [Virginia Code Sec. 18.2-498.1 to Sec. 18.2-501], and statutory prohibitions against bribery [Virginia Code Sec. 18.2-438 to Sec. 18.2-450]. The provisions of this article apply notwithstanding the fact that the conduct described may not constitute a violation of the State and Local Government Conflict of Interests Act. (Ordinance No. 34,573, 2, 8/1/87).

Sec. 33.1-87. Proscribed participation by public employees in procurement transactions (Virginia Code §2.2-4369) (Ord. No. 34,573, 2, 8/1/87).

No public employee having official responsibility for a procurement transaction shall participate in that transaction on behalf of the city when the employee knows that:

1. The employee is contemporaneously employed by a Bidder or contractor involved in the procurement transaction; or
2. The employee, the employee's partner, or any member of the employee's immediate family holds a position with a Bidder or contractor such as an officer, director, trustee, partner or the like, or is employed in a capacity involving personal and substantial participation in the procurement transaction, or owns or controls an interest of more than five percent; or
3. The employee, the employee's partner, or any member of the employee's immediate family is negotiating, or has an arrangement concerning, prospective employment with a Bidder or contractor.

Sec. 33.1-88. Solicitation or acceptance of gifts (Virginia Code §2.2-4371).

No public employee having official responsibility for a procurement transaction shall solicit, demand, accept, or agree to accept from a Bidder, contractor or subcontractor any payment, loan, subscription, advance, deposit of money, services or anything of more than nominal or minimal value, present or promised, unless consideration of substantially equal or greater value is exchanged. The city may recover the value of anything conveyed in violation of this section.

Sec. 33.1-89. Disclosure of subsequent employment (Virginia Code §2.2-4370).

No public employee or former public employee having official responsibility for procurement transactions shall accept employment with any Bidder or contractor with whom the employee or former employee dealt in an official capacity concerning procurement transactions for a period of one year from the cessation of employment by the city unless the employee, or former employee, provides written notification to the city manager prior to commencement of employment by that Bidder, PPEs or contractor.

Sec. 33.1-90. Gifts by Bidders, contractors, or subcontractors (Virginia Code §2.2-4371).

No Bidder, contractor, or subcontractor shall confer upon any public employee having official responsibility for a procurement transaction any payment, loan, subscription, advance, deposit of money, services or anything of more than nominal value present or promised, unless consideration of substantially equal or greater value is exchanged.

Sec. 33.1-91. Kickbacks (Virginia Code §2.2-4372).

1. No contractor or subcontractor shall demand or receive from any of his suppliers or his subcontractors, as an inducement for the award of a subcontract or order, any payment, loan, subscription, advance, deposit of money, services or anything, present or promised, unless consideration of substantially equal or greater value is exchanged.
2. No subcontractor or supplier shall make, or offer to make, kickbacks as described in this section.
3. No person shall demand or receive any payment, loan, subscription, advance, deposit of money, services or anything of value in return for an agreement not to compete on a public contract.
4. If a subcontractor or supplier makes a kickback or other prohibited payment as described in this section, the amount thereof shall be conclusively presumed to have been included in the price of the subcontract or order and ultimately borne by the city and will be recoverable from both the maker and recipient. Recovery from one offending party shall not preclude recovery from other offending parties.

Sec. 33.1-92. Purchase of building materials, supplies or equipment from architect or engineer prohibited (Virginia Code §2.2-4374).

Except in cases of emergency, no building materials, supplies or equipment for any building or structure constructed by or for the city shall be sold by or purchased from any person employed as an independent contractor by the city to furnish architectural or engineering services, but not construction, for such building or structure, or from any partnership, association, or corporation in which such architect or engineer has a pecuniary interest.

Sec. 33.1-93. Penalty for violation (Virginia Code §2.2-4377).

Willful violation of any provision of this article shall constitute a class 1 misdemeanor. Upon conviction, any public employee, in addition to any other fine or penalty provided by law, shall forfeit his employment.

Initial: _____

ATTACHMENT D - NONDISCRIMINATION

Sec. 33.1-53. Employment discrimination by contractor prohibited (Virginia Code §2.2-4311)

Every contract over \$10,000 shall include or incorporate by reference the following provisions:

1. During the performance of this contract, the contractor agrees as follows:

a. The contractor will not discriminate against any employee or applicant for employment because of race, religion, color, sex, or national origin, except where religion, sex, or national origin is a bona fide occupational qualification reasonably necessary to the normal operation of the contractor. The contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices setting forth the provisions of this nondiscrimination clause.

b. The contractor, in all solicitations or advertisements for employees placed by or on behalf of the contractor, will state that such contractor is an equal opportunity employer.

c. Notices, advertisements, and solicitations placed in accordance with federal law, rule, or regulation shall be deemed sufficient for the purpose of meeting the requirements of this section.

1. The contractor will include the provisions of the foregoing paragraphs a, b, and c in every subcontract or purchase order of over \$10,000, so that the provisions will be binding upon each subcontractor or Bidder.

Initial:_____

ATTACHMENT E- CERTIFICATION REGARDING DEBARMENT, SUSPENSION, PROPOSED DEBARMENT, AND OTHER RESPONSIBILITY MATTERS

I. CERTIFICATION.

The Bidder certifies, to the best of its knowledge and belief, that—

(i) The Bidder and/or any of its Principals—

(A) Are ___ are not ___ presently debarred, suspended, proposed for debarment, or declared ineligible for the award of contracts by any federal, state or local agency;

(B) Have ___ have not ___, within a three-year period preceding this offer, been convicted of or had a civil judgment rendered against them for: commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (federal, state, or local) contract or subcontract; violation of federal or state antitrust statutes relating to the submission of offers; or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, tax evasion, or receiving stolen property; and

(C) Are ___ are not ___ presently indicted for, or otherwise criminally or civilly charged by a governmental entity with, commission of any of the offenses enumerated in paragraph (a)(1)(i)(B) of this provision.

(ii) The Bidder has ___ has not ___, within a three-year period preceding this offer, had one or more contracts terminated for default by any federal, state or local agency.

“Principals,” for the purposes of this certification, means officers; directors; owners; partners; and, persons having primary management or supervisory responsibilities within a business entity (*e.g.*, general manager; plant manager; head of a subsidiary, division, or business segment, and similar positions).

II. INSTRUCTIONS.

a. The Bidder shall provide immediate written notice to the Contracting Officer if, at any time prior to contract award, the Bidder learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.

b. A certification that any of the items in paragraph (a) of this provision exists will not necessarily result in withholding of an award under this solicitation. However, the certification will be considered in connection with a determination of the Bidder’s responsibility. Failure of the Bidder to furnish a certification or provide such additional information as requested by the appropriate City purchasing official may render the Bidder non-responsible.

c. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render, in good faith, the certification required by paragraph (a) of this provision. The knowledge and information of a Bidder is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.

d. The certification in paragraph (a) of this provision is a material representation of fact upon which reliance was placed when making award. If it is later determined that the Bidder/PPEs knowingly rendered an erroneous certification, in addition to other remedies available to the City, the appropriate City purchasing official may terminate the contract resulting from this solicitation for default.

III. NOTICE. This Certification Concerns a Matter Within the Jurisdiction of an Agency of the United States and the Making of a False, Fictitious, or Fraudulent Certification May Render the Maker Subject to Prosecution Under Section 1001, Title 18, United States Code.

Name _____

Signature _____

Title _____

Date _____

Company _____

ATTACHMENT F - COMPLIANCE WITH FEDERAL IMMIGRATION LAW

I. CERTIFICATION.

The Bidder certifies, to the best of its knowledge and belief, that -

The Bidder and/or any of its Principals at all times during which any term of this Agreement is in effect,
(Please fill in with your enterprise's complete name)

_____ does not and shall not knowingly employ any unauthorized alien. For purposes of this section, an "unauthorized alien" shall mean any alien who is neither lawfully admitted for permanent residence in the United States nor authorized to be employed by either Title 8, section 1324a of the United States Code or the U.S. Attorney General.

II. INSTRUCTIONS.

a. The Bidder/Bidder shall provide immediate written notice to the Contracting Officer if, at any time prior to contract award, the Bidder learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.

b. A certification that any of the items in paragraph (a) of this provision exists will not necessarily result in withholding of an award under this solicitation. However, the certification will be considered in connection with a determination of the Bidder's/Bidder's responsibility. Failure of the Bidder/Bidder to furnish a certification or provide such additional information as requested by the appropriate City purchasing official may render the Bidder/Bidder non-responsible.

c. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render, in good faith, the certification required by paragraph (a) of this provision. The knowledge and information of a Bidder/Bidder is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.

d. The certification in paragraph (a) of this provision is a material representation of fact upon which reliance was placed when making award. If it is later determined that the Bidder/Bidder knowingly rendered an erroneous certification, in addition to other remedies available to the City, the appropriate City purchasing official may terminate the contract resulting from this solicitation for default.

III. NOTICE.

This certification concerns a matter within the jurisdiction of an agency of the United States and the making of a false, fictitious, or fraudulent certification may render the maker subject to prosecution under section 1001, Title 18, United States Code.

Name _____ Signature _____

Title _____ Date _____

Company _____

ATTACHMENT G - COMPLIANCE WITH STATE LAW – AUTHORIZATION TO TRANSACT BUSINESS IN THE COMMONWEALTH

I. **CERTIFICATION.**

A. The Bidder/Bidder (Please fill in with your enterprise's complete name)

_____ certifies that it is organized or authorized to transact business in the Commonwealth pursuant to Title 13.1 or Title 50.

The identification number issued to Bidder/Vender by the State Corporation Commission:

B. Bidder/Bidder that is not required to be authorized to transact business in the Commonwealth as a foreign business entity under Title 13.1 or Title 50 or as otherwise required by law shall describe why it is not required to be so authorized:

II. **INSTRUCTIONS.**

a. The Bidder/Bidder shall provide immediate written notice to the Contracting Officer if, at any time prior to contract award, the Bidder learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.

b. A certification that any of the items in paragraph (a) of this provision exists will not necessarily result in withholding of an award under this solicitation. However, the certification will be considered in connection with a determination of the Bidder's/Bidder's responsibility. Failure of the Bidder/Bidder to furnish a certification or provide such additional information as requested by the appropriate City purchasing official may render the Bidder/Bidder non-responsible.

c. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render, in good faith, the certification required by paragraph (a) of this provision. The knowledge and information of a Bidder/Bidder is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.

d. The certification in paragraph (a) of this provision is a material representation of fact upon which reliance was placed when making award. If it is later determined that the Bidder/Bidder knowingly rendered an erroneous certification, in addition to other remedies available to the City, the appropriate City purchasing official may terminate the contract resulting from this solicitation for default.

Name _____ Signature _____

Title _____ Date _____

Company _____